

Neuroethics Meeting Intern

International Neuroethics Society

STUDENT OPPORTUNITY

The International Neuroethics Society (INS) is seeking a **student intern** to assist in the planning and execution of the 2019 INS Annual Meeting. This is a part time position available February–December 2019. The accepted candidate will earn \$12 per hour for work completed remotely (about 2–5 hours per week) and onsite (about 15 hours) in Chicago, IL on October 17–18, 2019. Only students currently enrolled in a degree granting institution will be considered. Candidates based in San Diego with an interest in nonprofit management, meeting planning, science communication, and/or brain science will be strongly considered.

To apply, please send a statement of interest along with your CV or résumé to Karen Graham at administrator@neuroethicssociety.org. Direct all questions to this email address. Incomplete or late applications will not be considered. **Applications must be received by February 15 at 10:00 p.m. EST.**

Responsibilities include, but are not limited to:

- Attend and contribute to INS Program Committee conference calls
- Coordinate abstract submission process and records management
- Communicate regularly with abstract review chair and abstract authors
- Prepare submissions for review by committee members and other judges
- Attend the annual meeting in Chicago, IL on October 17–18, 2019
- Assist onsite with registration booth and poster presentations
- Contribute feedback on improving meeting processes

Required skills and experience:

- Organized and detail-oriented
- Strong written and verbal communications skills
- Proficiency with Google and Microsoft applications/programs
- Proficiency with spreadsheets and data management
- Available to communicate regularly by email

Preferred skills and experience:

- On-site meeting and event support
- Tracking abstract submissions or registrations (Google Drive)
- Content management systems and HTML/CSS code (MemberClicks)

LATEST INFO / DETAILS:

NEUROETHICSSOCIETY.ORG/POSITIONS

The International Neuroethics Society an interdisciplinary group of scholars, scientists, clinicians, and other professionals who share an interest in the social, legal, ethical and policy implications of advances in neuroscience. Our mission is to encourage and inspire research and dialogue on the responsible use of advances in brain science.

>> neuroethicssociety.org · administrator@neuroethicssociety.org · [@neuroethicsinfo](https://twitter.com/neuroethicsinfo)

